



Commissioner Jo Ann Hardesty
City of Portland

DATE: April 20, 2020
TO: Jessica Kinard, City Budget Office Director
CC: Carmen Merlo, Deputy Chief Administrative Officer
FROM: Jo Ann Hardesty, Commissioner of Public Affairs
SUBJECT: PBEM Spring BMP Submission

Please accept the Bureau of Emergency Management's Spring BMP submission for FY 2019-20.

This Spring BMP submission includes:

- F4 Budget Amendment Request Report
- Current Year Business Area Projection Report – Fund 100
- Current Year Business Area Projection Report – Fund 217

I have reviewed the enclosed documents and support the submission package.

Please contact Kristin Johnson from my staff with any questions.

Thank you,

Commissioner Jo Ann Hardesty

Enc:
FY 2019-20 Spring BMP Submission Packet

EM - Portland Bureau of Emergency Management

DP Type

Technical Adjustments

Request Name: 9881 -PBEM Spring BMP TA's

Package Description

This decision package is for net zero technical adjustments to align budget with projected year-end spending.

Service Impacts

None.

Equity Impacts

None

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	-260,000
	Internal Materials and Services	35,000
	Personnel	225,000
Expense	Sum:	0

EM - Portland Bureau of Emergency Management

DP Type

New Revenue

Request Name: 9966 -PBEM - Recognize Grant Revenues

Package Description

This decision package appropriates grant revenues received to date.

Service Impacts

No anticipated service impacts.

Equity Impacts

No anticipated equity impacts.

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	497,421
	Personnel	29,852
Expense	Sum:	527,273

Account Name		2019-20 SPRING Requested Adj
Revenue	Intergovernmental	527,273
Revenue	Sum:	527,273

EM - Portland Bureau of Emergency Management

DP Type Internal Transfer

Request Name: 9968 -PBEM IA with OMF - Public Safety Wkgrp

Package Description

This decision package establishes an IA where PBEM pays OMF for its share of Public Safety Work Group expenses in an amount not to exceed \$5,000.

Service Impacts

Helps provide funding for a project manager for the Public Safety Work Group.

Equity Impacts

No equity impacts anticipated.

Account Name	2019-20 SPRING Requested Adj
Expense	External Materials and Services -5,000
	Internal Materials and Services 5,000
Expense	Sum: 0

EM - Portland Bureau of Emergency Management

DP Type

Internal Transfer

Request Name: 10015 -PBEM - Reduce Fuel Station IA

Package Description

This decision package reduces PBEM's IA with CityFleet for Fuel Station debt service at the request of CityFleet.

Service Impacts

None

Equity Impacts

None

Account Name		2019-20 SPRING Requested Adj
Expense	External Materials and Services	573
	Internal Materials and Services	-573
Expense	Sum:	0

Business Area Projection Report

Portland Bureau of Emergency Management - Fund 100

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	35,774	11,592	11,592	32%
External Materials and Services	1,112,369	388,095	543,290	49%
Internal Materials and Services	686,455	498,405	664,540	97%
Personnel	2,398,872	1,733,074	2,345,607	98%
Sum:	4,233,470	2,631,166	3,565,029	84%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	0	355	355	#DIV/0
General Fund Discretionary	2,097,662	0	1,428,867	68%
General Fund Overhead	2,023,795	0	2,023,795	100%
Interagency Revenue	86,000	58,290	86,000	100%
Intergovernmental	26,013	26,012	26,012	100%
Sum:	4,233,470	84,657	3,565,029	84%

Revenue Discussion

Fund 100 - PBEM anticipates undercollections in General Fund Discretionary, commensurate with underspending. All other revenues will be collected at budgeted levels.

Revenue Risks

Fund 100 - No expected risks to anticipated needed revenues at this time.

Expenditure Discussion

Fund 100 - PBEM has turned its focus toward the Coronavirus pandemic and halted non-essential spending. The bureau anticipates having significant savings in external materials and services because of this.

Expenditure Risks

Fund 100 - There is likely to be unplanned overtime due to the Coronavirus pandemic. This year-end projection includes a \$50,000 appropriation on top of regular year-end projections for personnel to prevent overspending. This adjustment was achieved by triuing up the rent budget, which is 50% allocated to grants, and reducing EMS by \$7,000.

Other Notes

Business Area Projection Report

Portland Bureau of Emergency Management - Fund 217

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	3,266,435	1,484,729	2,575,923	79%
Internal Materials and Services	266,899	194,288	258,718	97%
Personnel	801,095	505,676	723,727	90%
Sum:	4,334,429	2,184,694	3,558,368	82%

Major Object	2019-20 SPRING Requested Total	2019-20 March Actuals YTD	2019-20 SPRING Projection	% Projected Actuals to Requested Total
Intergovernmental	4,334,429	3,286,454	3,558,368	82%
Sum:	4,334,429	3,286,454	3,558,368	82%

Revenue Discussion

Funds 217001 and 217007 - PBEM anticipates collecting grant revenues equal to its grant spending this fiscal year.

Revenue Risks

No anticipated risks to grant funding in FY 2019-20.

Expenditure Discussion

PBEM projects spending to be within budget.

Expenditure Risks

No anticipated risks to expenditures at this time.

Other Notes